

E. REFUGEE EMPLOYMENT AND TRAINING SERVICES

Effective December 1, 2000

WAC 388-466-0150 Refugee employment and training services.**(1) What are refugee employment and training services?**

Refugee employment and training services provided to eligible refugees may include information and referral, employment oriented case management, job development, job placement, job retention, wage progression, skills training, on-the-job training, counseling and orientation, English as a second language, and vocational English training.

(2) Am I required to participate in refugee employment and training services?

If you are receiving refugee cash assistance (RCA) you are required to participate in refugee employment and training services, unless you are exempt.

(3) How do I know if I am exempt from mandatory employment and training requirements?

You may be exempt from participation in employment and training requirements if:

- (a) You are needed in the home to personally provide care for your child under three months of age (see WAC 388-310-0300);
- (b) You are sixty years of age or older.
- (c) You can not be exempt from work and training requirements solely because of an inability to communicate in English.

(4) If I am required to participate, what do I have to do?

You are required to:

- (a) Register with your employment service provider;
- (b) Accept and participate in all employment opportunities, training or

referrals, determined appropriate by the department.

(5) What happens if I do not follow these requirements?

If you refuse without good reason to cooperate with the requirements, you are subject to the following penalties:

- (a) If you are applying for refugee cash and medical assistance, you will be ineligible for thirty days from the date of your refusal to accept work or training opportunity; or
- (b) If you are already receiving refugee cash and medical assistance, your cash benefits will be subject to financial penalties.
- (c) The department will notify your voluntary agency (VOLAG) if financial penalties take place.

(6) What are the penalties to my grant?

The penalties to your grant are:

- (a) If the assistance unit includes other individuals as well as yourself, the cash grant is reduced by the sanctioned refugee's amount for three months after the first occurrence. For the second occurrence the financial penalty continues for the remainder of the sanctioned refugee's eight-month eligibility period.
- (b) If you are the only person in the assistance unit your cash grant is terminated for three months after the first occurrence. For the second occurrence, your grant is terminated for the remainder of your eight-month eligibility period.

(7) How can I avoid the penalties?

You can avoid the penalties, if you accept employment or training before the last day of the month in which your cash grant is closed.

(8) What is considered a good reason for not being able to follow the requirements?

You have a good reason for not following the requirements if it was not possible for you to stay on the job or to follow through on a required activity due to an event outside of your control. See WAC 388-310-1600 (3) for examples.

WORKER RESPONSIBILITIES

1. Follow local office policies and procedures to determine whether the client is exempt from work participation requirements. Refer a client, claiming incapacity, to SSI facilitator.
2. Determine, using information provided by VOLAG, by the client, or any other source if an RCA applicant who is not exempt from work and training requirements, has voluntarily quit employment or refused an offer of employment or a training opportunity without good reason within the last 30 days;
 - a. If the client claims good reason, refer the client to Refugee Social Worker to determine if good reason exists.
 - b. If good reason does not exist, the client is ineligible until the later of:
 - (i) The 30th day following the date of the job quit or refusal of the employment or training opportunity; or
 - (ii) The date the client complies with work and training requirements.
 - c. The eligibility of the other unit member, if exists, is not affected by the client's voluntary quit.
3. Impose a sanction for an RCA recipient who is not exempt from employment and training requirements, if notified by the Refugee Social Worker that the client is not complying with those requirements without good reason,
 - a. The sanction period is:
 - (i) Three months for the first violation; or
 - (ii) Until the end of the client's RCA eight months time limit for the second

violation.

- b. See **LETTERS** for reason codes and protocol requirements.
 - c. Continue RMA while the client is in sanction and would otherwise be eligible for RCA.
 - d. The eligibility of other assistance unit members, if any, is not affected by the client's sanction status.
4. Follow local office policies and procedures on referring clients to the Refugee Social Worker to participate in work and training or for other services. Exempt clients must be allowed to participate in work and training activities if they choose to do so.
5. The **Refugee Social Worker** is responsible for:
- a. Completing the DSHS 14-191(X), Personal Employment Plan, for the refugee; and
 - b. Referring the refugee to:
 - (i) A contracted employment provider; or
 - (ii) Other training or services specified in the PEP.
 - c. Determining whether good reason exists for refusal or non-compliance with employment and training requirements;
 - d. Initiating a conciliation period to ensure that the refugee understands the consequences of noncompliance; and
 - e. Notifying Financial Services when good reason does not exist.